



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
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JIM REDDOCH, J.D.
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Data Operations Technician II **NUMBER:** 14-18
JOB CODE: D1500 **DATE:** December 12, 2014
SALARY RANGE: 52 (\$22,272.00 - \$32,287.20) **PCQ#:** 8813358
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

QUALIFICATIONS: Graduation from a Standard High School, plus experience (24 months or more) in operating data entry equipment, computers and computer peripheral equipment.

KIND OF WORK: This is advanced and skilled work in the operation of data entry and computer equipment. The person in this position will perform data entry to support SAS's client enrollment, contract utilization, claims adjudication, and provider reimbursement processes. Other responsibilities include: monitoring client enrollment requests for accuracy, completeness, and duplication of information; enrolling clients in the Alabama Substance Abuse Information System (AS AIS); assigning unique client identifiers; providing enrollment information to providers; maintaining SAS treatment waiting lists; facilitating placement of priority population clients; as well as preparing reports relative to areas of assigned responsibility. Additional tasks will involve participation in conferences, training, and meetings; preparing written staff briefings on conferences, training, and meetings attended; and assisting with compiling information for the preparation of budget reports and funding requests.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the operation and care of data entry, digital computer and its peripheral equipment. Knowledge of the principles and methods used in obtaining maximum utilization of computer equipment. Ability to demonstrate proficiency in the operation of keyboard data entry equipment. Ability to understand and follow oral and written instructions. Ability to perform operational tasks with low error rates. Ability to express ideas in a clear and concise manner. Ability to work independently and exercise time management skills. Ability to establish and maintain effective working relationships with various individuals, associates, subordinates, groups, and professionals.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: JANUARY 9, 2015